

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH
OFFICE OF PROBATION & PRETRIAL SERVICES

INTERNAL VACANCY ANNOUNCEMENT

PROCUREMENT SPECIALIST

06-UTP-2016

OPEN DATE: JULY 26, 2016

CLOSE DATE: OPEN UNTIL FILLED

PREFERENCE FOR APPLICATIONS BEFORE AUG. 8, 2016

The Office of Probation and Pretrial Services in the District of Utah is accepting applications for the position of Procurement Specialist. The position is being offered at a CL 26/27/28 depending on qualification's and experience. The position will be a full time position and is located in Salt Lake City, Utah.

THE DISTRICT:

The District of Utah comprises the entire state of Utah including the four corners area as well as the Lake Powell recreational area. The headquarters are located in Salt Lake City with a satellite office in St. George, Utah. The district employs over 60 staff members. As an employee you will be expected to honor, adhere, and promote the Charter for Excellence, and the Code of Conduct established for all Federal Judicial employees for the United States Courts.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Assure compliance with procurement guidelines, policies, and internal controls.
- Obtain and maintain Contracting Officer certification by completing initial training requirements and biennial continuing education requirements as certified by the Procurement Liaison Officer. As Contracting Officer, process and sign purchase orders and contracts for the purchase of products and services. Ensure purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provide contract administration and oversight. Track expenditures.
- Ensure files are established and maintained for every solicitation, contract, and purchase action.
- Ensure files are in compliance with the *Guide to Judiciary Policy*.
- Collect, review, audit, and analyze data and information, such as court operations and activities, budget and financial data, and other similar statistical data. Develop a variety of reports based on historical and current data, including statistics on procurement activities.
- Research procurement, administrative, and operational questions, problems, trends, and areas for efficiencies/improvements related to the data being developed and analyzed.
- Respond to requests for information and clarification from department staff regarding procurement rules, regulations, and policies.
- Review procurement expenditures of departments to ensure compliance with budget.
- Oversee executing the purchase of supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Evaluate requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining availability of funds for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policy* regarding procurement practices. Adhere to the court unit's internal controls procedures and ensure separation of duties within the office.
- Conduct product and project research and prepare and present findings and recommendations to senior management.
- Identify and maintain documentation of vendors and sources of supply for goods and services. Review, evaluate, verify, and forward invoices for payment processing.
- Make procurement recommendations to the court unit executive. Recommend cyclical replacement of accountable property.

- Research, analyze, and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and history. Prepare specifications, solicitations, and Requests for Quotes (RFQs). Research products and equipment and prepare specifications.
- Obtain and review competitive bids, quotes, and proposals from vendors and contractors and discuss evaluations and review with requestors and subject matter experts, as applicable.
- Negotiate with vendors for the best price over contracted services and purchases. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Establish and maintain sound professional relationships with suppliers. Resolve issues (e.g., pricing, quality, timing, claims, contract disputes, etc.) associated with terms and conditions of service agreements.
- Manage special projects as assigned.

QUALIFICATION STANDARDS:

MANDATORY QUALIFICATIONS:

The incumbent must be a current judicial employee in good standing. This includes consistent, high quality past job experience/performance and an attendance record that indicates reliability.

- In order to be appointed at a CL 28 incumbent must have **two** years procurement experience, including at least one year equivalent to the work at the CL 27 level.
- In order to be appointed at a CL 27 incumbent must have **one** year of procurement experience, including at least one year equivalent to the work at a CL 26.
- In order to be appointed to a CL 26 incumbent must have at least one year equivalent to the work of a CL 25.

PREFERRED QUALIFICATIONS:

Court preferred skills include a current or previous Level 1 and Level 3 Contracting Officer Certification.

APPLICATION PROCEDURES:

Qualified applicants will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training as well as other evaluation procedures.

Applicants must submit a cover letter, resume, and an AO 78 (Application for employment)

<http://www.utd.uscourts.gov/documents/formpage.html#ao78> .

Resumes, honors and accomplishments will be verified.

SUBMIT APPLICATIONS:

Interested and qualified applicants should email application packets in PDF format to paula_hales@utd.uscourts.gov.
Preference will be given to applicants applying before Aug. 8, 2016.

Application packets may also be mailed or hand delivered to:

United States Probation and Pretrial Services Office
Attn: Human Resources
Federal Courthouse
351 S. West Temple, Room 2.217
Salt Lake City, Utah 84101

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan for the United States District Court for the District of Utah. Applicants may be considered for future vacancies and all applications will be kept on file for six (6) months.

The Probation and Pretrial Services Office is not authorized to reimburse candidates for travel or moving expenses.